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Employee: J. mason
Team: 4

Date: 12-29-99

To: Technology Center 1600

From: Dora Stroud, Supervisor
OIPE Customer Service
Charge Location 0350

Subject: Customer Requests

Serial Number: 09/313524

File Location: 1613

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The attached request for a corrected file receipt has been completed. Please forward the case to OIPE, Customer Service, CP2-6th Floor.

If you decide to keep the case, assign the request a paper number, endorse contents, punch holes in the documents, and replace the old Bib Data sheet with the updated version in the center of the file.

Your cooperation is greatly appreciated.